

14 AUG 1975

ADDENDUM TO LN 20-155

SUBJECT: Guidelines and Tasking for the Administration of Project PACE

1. Our experience during the first 6 months of Project PACE has been very encouraging. Office of Logistics (OL) top management remains firmly committed to the success of this program. However, implementing a new and dynamic project like PACE requires the attention, commitment, and support of the entire command structure (from first echelon supervisors to division chiefs). We are still "feeling our way" in managing this project; there are areas that need constant refining; and there is always room for improvement. We welcome suggestions from all individuals involved in this program on ways to improve the administration of the program.

2. LN 20-155 did not go into the many details of administrative/procedural matters in managing Project PACE. In order to clarify responsibilities for administering Project PACE, the following guidelines and procedures should be followed by all supervisors and managers involved in Project PACE.

a. Although paragraph 3 of LN 20-155 indicated that PACE participants would be assigned to a division's development complement during the first year of the program, we now feel it important that the PACER be formally slotted in the positions which the division chiefs had originally identified for Project PACE. Personnel actions should, therefore, be prepared assigning PACERS to these positions as soon as possible. If there are ceiling and/or slotting problems in effecting this action, these should be resolved with the Chief, Personnel and Training Staff (C/P&TS), OL.

b. Normally the overlap between the present incumbent and the PACE participant will be limited to 2 weeks unless unusual circumstances warrant a longer period. Exceptions to the 2-week overlap must be justified by memorandum to C/P&TS.

c. Letters of Instruction (LOI's) for each PACE participant will be prepared as required by LI 20-23. The LOI should include a training plan reflecting the nature, content, and extent of all


training anticipated during the first year.

d. Supervisors of PACE participants and the participant will meet with the PACE working group to review progress every 3 months for a period of 1 year. The supervisors will prepare a written report summarizing the contents of these quarterly meetings and the supervisor will discuss the contents with the PACE participant.

e. At the completion of the first year's training period, each supervisor will submit a written critique assessing the PACE participant's overall progress and performance and include the supervisor's assessment of his view of the PACE program.

f. PACE participants will be considered for promotion during their training period based on the same criteria applicable to other OL careerists--i.e., job performance, competitive evaluation, and time in grade. Promotion recommendations should be submitted through normal administrative channels.

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